

ADMISSIONS POLICY

THE POCHIN SCHOOL ENTRY SEPTEMBER 2015 ONWARDS

This policy will operate for entry September 2015. It will also apply to all mid-term admissions for the school year 2015/16 and for subsequent years until further notice.

Admissions Arrangements:

Priority criteria for entry autumn 2015 admissions and mid-term applications during 2015 / 2016 academic year	
If there are too many requests for The Pochin School, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (see note i below):	
1st	Children who are in public care and those children who were previously looked after children. (See note ii).
2nd	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv).
3rd	Pupils who live in the catchment area. (See note iii).
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note v).
5th	Pupils basing their application on religious belief. (See note vi).
6th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note vii).

Notes:

- i.** Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.
- ii.** Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms the child will be in public care when the child is admitted to a school.
- iii.** The child's place of residence is taken to be the parental home. In addition where a catchment area has more than one school:
 - No one school will be overfilled while another school with the same catchment has places; and,

- If more applications than the number of places are received from within the catchment the oversubscription criteria will be applied for each school in accordance with the admissions policy
- iv.** The term “brother or sister” includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v.** If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following are the areas that are considered exceptional:
 - Crown Servants (serving members of the armed forces).
 - Children subject to Child Protection Plans.
 - Hard to Place children – who fall under the Fair Access Protocol.
 - Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
 - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).

Each case will be assessed on its individual merits.

vi. For criterion 5 above, a letter of support from your Minister or Religious Leader will be required explaining how the school caters for your faith. For schools listed below a Minister’s letter is required to support the parent’s application that verifies children from church going families who have attended a Christian place of worship at least once a month for a year prior to application;

This criterion only applies to the following CE VC schools.

vii. For Criterion 6 above, measurement of distance is in a straight line from the centre point of the home property to the school’s main designated front gate, using a computerised mapping system.

Normal FTA / Transfer Applications

The Pochin School as required will participate in full with the LA’s FTA / Transfer Co-ordinating Scheme. This means parents must apply through the LA online system or using the LA’s common application form. The application forms must be completed and submitted or returned by the national closing date (First time admissions primary - 15 January).

Late Applications

Any applications received after the closing date and will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent’s responsibility to supply.

Oversubscription Criteria

If The Pochin School has more applications than places available, Governors will draw up a ranked list based on the criteria listed above and inform the local authority accordingly

Oversubscription (OSL 'Waiting') List

Parents whose children have been refused a place at The Pochin School will automatically be added to The Pochin School's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

Appeals

If your child has been refused a place at The Pochin School, you retain the statutory right to appeal. The Pochin School has engaged the services of the LA to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through the following link:

http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions/appeals.htm.

The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

Applications during the School Year

The Pochin School has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and throughout school holidays (online application link):

http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions.htm

If The Pochin School has a space, the LA will offer the place, if there are more applications than places the Governors will rank the applications and inform the LA, who in turn inform parents of outcomes.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Fair Access Protocol

The Pochin School will participate in full with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible

After consultation in accordance with the advice of the LA Admissions Department, this policy was agreed and adopted by the Governing Body of The Pochin School on: 25 February 2014

Primary